

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

4-59

☐ Other ☒ Amendment Number:

000002

Contract Number
EP-C-08-010

Contract Period 12/16/2008 To 05/30/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 4

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.4 Support for the Conduct of Meetings

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/01/2012 To 05/30/2014

Comments:

Technical, Administrative and Logistical Support Services for the Office of Research and Development, National Center for Environmental Research Peer Review Activities. This amended WA Period of Performance is extended to the official contract (6 months)

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

12/16/2008 To 05/30/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Roxanne McDowell

Branch/Mail Code:

Phone Number 703-347-8084

FAX Number:

(Signature)

(Date)

Project Officer Name Melissa Revely-Wilson

Branch/Mail Code:

Phone Number: 703-347-8523

FAX Number: 703-347-8696

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Camille W. Davis

Branch/Mail Code:

Phone Number: 513-487-2095

FAX Number: 513-487-2115

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-59				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-08-010			Contract Period 12/16/2008 To 11/30/2013			Title of Work Assignment/SF Site Name				
			Base Option Period Number 4			Technical, Administrative, and				
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE						Specify Section and paragraph of Contract SOW 2.4 Support for the Conduct of Meetings				
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 12/01/2012 To 11/30/2013				
Comments: Reallocation of LOE										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
12/16/2008 To 11/30/2013										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee:		LOE:		
Cumulative Approved:						Cost/Fee:		LOE:		
Work Assignment Manager Name Roxanne McDowell						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 703-347-8084				
						FAX Number:				
Project Officer Name Melissa Revely-Wilson						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 703-347-8523				
						FAX Number: 703-347-8696				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name William Yates						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2055				
						FAX Number:				

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Work Assignment Number 4-59 Amend 1

Title: Technical, Administrative, and Logistical Support Services for the Office of Research and Development, National Center for Environmental Research Peer Review Activities

SOW Section and Paragraph: 2.4 Support for the Conduct of Meetings

Period of Performance: Option Year 4: December 1, 2012 – November 30, 2013

The purpose of this amendment to decrease the number of labor hours in order to create a new Sub-category (Meeting Participant Travel) under the Travel category as well as a reconfiguration in Other Direct Costs (ODCs). The funds from the decrease labor hours and ODCs will be used to the accommodate the Meeting Participant Travel and will accommodate: Air/Train Fare; Per Diem/Miscellaneous; and Ground Travel for peer review meeting participants.

The Contractor shall provide administrative and logistical support services for peer review meetings as charted below by utilizing NCER's best estimate to details for the year's forthcoming activities/events.

Description	Grants/Cooperative Agreements	Research Centers, SBIR, P3, Partnerships and Others
Number of meetings	20 to 25	10 to 30
Number of reviewers/ participants	5 - 25	5 – 20 (per meeting)
Duration of meeting	1 to 3 days	1 to 3 days
Location	Primarily the Washington Metropolitan Area	Primarily the Washington Metropolitan Area, and various areas throughout the U.S.
Time	January - December	January - December

The Contractor shall provide logistical, administrative and travel support for each meeting. The Contractor shall receive from the WAM a list of participants that includes the participants name, affiliation, telephone and cell phone number and email address. The Contractor shall provide a logistical sheet to each participant along with written instructions to assist them in making their hotel and travel reservations. The Contractor shall also submit an invoice with instructions to each

participant for reimbursement purposes. Reimbursement for hotel, per diem, air/train travel and ground travel shall be provided by the Contractor.

DELIVERABLES AND DELIVERY SCHEDULE

1. Provide a project plan and budget within 15 days after the effective date of the work assignment.
2. The following table captures the delivery schedule for **Logistics, Administrative and Travel Support** for Peer Review Panel Meetings:

SUBTASK	DUE DATE
1. Contact the WAM to discuss the TD of the specified requirements.	Two (2) days after receiving the written TD specifications from the WAM.
2. Select a meeting site; if indicated within the Technical Directive (TD), reserve meeting room(s), reserve block of sleeping rooms (the sleeping room block deadline must be five (5) weeks prior to the schedule meeting date; prepare travel Logistical Information Packages for Reviewers and WAM (including a copy of map); provide written instructions and assistance to participants on how to make their hotel and travel reservations and invoice for reimbursement; and prepare a report entitled, "Room Reservations and Status and Actions Taken".	Submit Logistical Information Packages to the meeting participants and WAM within 10 business days from the receipt of the TD. Meetings requiring <u>sleeping</u> rooms only. Logistical Information packages should be submitted to the WAM within five (5) business days . Information may be submitted via E-mail (including maps). Submit a report entitled, "Room Reservation Status and Actions Taken" via E-mail, to the WAM within three to five (3 – 5) business days of reservation deadline.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 4-59								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010		Contract Period 12/16/2008 To 11/30/2013 Base Option Period Number 4								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Title of Work Assignment/SF Site Name Technical and Administrative S								
Specify Section and paragraph of Contract SOW 2.4 Support for the Conduct of Meetings										
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/01/2012 To 11/30/2013								
Comments: Technical and Administrative Support Services for the Office of Research and Development, National Center for Environmental Research Peer Review Activities										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
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Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:				LOE:		
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_____ (Signature) (Date)								Phone Number:		
								FAX Number:		
Contracting Official Name William Yates								Branch/Mail Code:		
_____ (Signature) (Date)								Phone Number: 513-487-2055		
								FAX Number:		

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Work Assignment Number 04-59

Title: Technical and Administrative Support Services for the Office of Research and Development, National Center for Environmental Research Peer Review Activities

SOW Section & Paragraph: 2.4 Support for the Conduct of Meetings

PERIOD OF PERFORMANCE: Option Year 4: December 1, 2012- November 30, 2013

BACKGROUND AND PURPOSE

The Environmental Protection Agency's (EPA) Office of Research and Development's (ORD) National Center for Environmental Research (NCER) is responsible for research conducted under the following programs: Science to Achieve Results (STAR) research grants and fellowships; the People, Prosperity, and the Planet (P3) program; the Small Business Innovation Research (SBIR) program; as well as environmental research centers, and other Congressionally-mandated research areas. NCER maintains a central role in the solicitation and awarding of extramural agreements (alone or in conjunction with other Federal agencies such as the National Science Foundation (NSF), the Department of Energy (DOE), and the National Institutes of Health (NIH). Overall, these agreements are a significant component of the ORD's research strategy. Competition for these agreements is intense. For example, in FY 2013 NCER is expecting to receive approximately 75 - 100 GRO Undergraduate Fellowships applications and approximately 900 - 1,100 Grant/Cooperative Agreement applications. Of these applications, about 100 - 200 Grant/Cooperative Agreements will be awarded. A primary activity that is conducted by NCER in support of these programs is the peer review of applications submitted in response to annual solicitations of diverse environmental, scientific, engineering and technical research topics. NCER recognizes the importance of assuring the quality and utility of the information used in its programmatic decisions, and values the contribution of external peer review in achieving those results. High-quality peer review is required to support the aims of the scientific work performed by NCER. The objective of the external peer review is to evaluate the applications for scientific and technical merit and to determine feasibility and soundness of the proposed research methodology in response to the Request for Applications (RFA) solicitations. This work assignment will provide technical and administrative support services for the scientific and technical peer reviews conducted by experts in the RFA research areas. The Peer Review Division (PRD) is responsible for managing NCER's peer review program.

As part of the selection process for awardees, NCER subjects all of the applications to some type of peer review to determine which have the greatest scientific merit. These reviews may take the form of a mail or on-site review meeting. A combination of mail and on-site reviews will be conducted during Fiscal Year (FY) 2013 - 2014. Mail reviews are conducted when a small number of applications are received. Mail reviewers complete their evaluations individually at their home or office. Upon completion of the reviews a date is scheduled to hold a one-day teleconference with the reviewers for discussion of their reviews. The on-site review meetings are conducted when large numbers of applications are received. The on-site reviewers also complete their evaluations individually, but unlike mail reviewers, they convene to discuss their individual evaluations, develop a Peer Review Result document that reflects those discussions, and identify the best contenders based on scientific merit.

NCER uses the results of the reviews to select the top contenders that will undergo an internal relevancy review to determine those that best support EPA's mission and deserve award. The exact nature and sequence of reviews depend on the type of assistance agreement being processed.

A. TECHNICAL AND ADMINISTRATIVE SUPPORT

[Work to begin December 1, 2012]

The purpose of this section is to provide technical and administrative support services. The Contractor shall provide technical and administrative support services for peer review meetings for the various response activities of assistance agreement programs.

Travel: Upon receipt of a written Technical Directive (TD) from the WAM, when travel is required to provide a direct service to the Government, the Contractor shall be authorized under this Work Assignment (WA) to travel long distance (outside one hundred miles from the Contractor's assigned work location) with prior written approval by the Project Officer (PO). Upon receipt of a written TD from the Work Assignment Manager (WAM), Travel and associated costs (lodging, per diem and incidental expenses) shall be reported on the monthly progress report and is allowable only in accordance with the limitations of the WA requirements. For

planning purposes, please assume up to \$2,500 in travel costs to cover out-of-town (outside the Washington Metropolitan area) travel for two (2) meetings.

The Contractor shall provide technical and administrative support services for peer review meetings, as illustrated in Table 1 below, by utilizing NCER's best estimate to details for the year's forthcoming activities/events.

Table 1: Estimates for Peer Review Meetings		
Description	Grants/Cooperative Agreements	Fellowships, Research Centers, SBIR, P3, Partnerships and Others
Number of meetings	20 to 25	10 to 30
Number of reviewers/ participants	5 - 25	5 - 20 (per meeting)
Duration of meeting	1 to 4 days	1 to 4 days
Location	Primarily the Washington Metropolitan Area	Primarily the Washington Metropolitan Area, and various areas throughout the U.S.
Time	January - December	January - December

The exact schedule and specifications for these peer review meetings will depend on:

- (1) the number of received applications;
- (2) the need for a mail review (when response to solicitations are low);
- (3) the need for sub-meetings due to the number of applications received within a given topic area.

The WAM will provide a written TD for each peer review meeting as soon as information on what type of support is necessary has been determined by the PRD.

1. Upon receiving a written TD, the Contractor shall contact the WAM via email or telephone within 24 hours (1 day) to discuss, address questions, and confirm the requirements for that meeting, including (but not limited to) dates, deadlines and schedules.
2. Prior to each meeting, the Contractor shall provide administrative support that includes, but is not limited to, the process of formatting USB pin drives and creating name tags and table tents for the meeting participants. The Contractor shall submit within 48 hours (2 business days) the processed USB pin drives to the WAM. The name tags and table tents are to be supplied and placed upon the meeting tables on the first day of the meetings.
3. Peer review meetings shall be routinely held at a Federal facility in Arlington, VA, or the Washington, D.C. Metropolitan area. The WAM will reserve rooms for meetings to be held in Federal facilities (e.g. Potomac Yard). In various special cases, a meeting(s) may be scheduled in other locations (e.g., hotel, other non-Federal site) for which the Contractor shall reserve meeting space. The number of rooms will depend on the size of the panel. In addition to the meeting room(s), the Contractor shall secure a smaller workroom proximate to the meeting room with an operating phone and other electronic equipment such as photocopiers, computers and printers to support onsite deliverables of peer review evaluation forms and other reports. The Contractor should make accommodation for either providing one Macintosh computer on site during panel meetings, or PC equipped with Macintosh conversion software for peer reviewers who use this operating system.
4. The WAM will reserve computer and printing equipment for the meeting room(s) that will be used by the meeting participants. For meetings scheduled for the Potomac Yards facility, in Arlington, Virginia, ORD will provide a work station for each panel meeting. This typically is a work station comprised of two computers and a printer with either one or two work stations per meeting room. If ORD is not able to provide work stations in meeting rooms for any meeting in Potomac Yard, EPA will notify the contractor seven (7) days in advance of the meeting such that the contractor shall arrange for such work stations to be provided during meeting days. The contractor shall provide computers and printers for the panel meeting work stations for off-site meetings at other Federal facilities (unless supplied by that Federal facility), any non-Federal facility, or hotel.

5. For each meeting, the Contractor shall provide administrative support that includes, but is not limited to, collecting, collating, typing, proofing, copying, and tabulating/inputting the results that are provided to them by the PRD Science Review Administrator (SRA) onto a provided spreadsheet.
6. For each meeting, the Contractor shall provide the appropriate number of laptops and printers to accommodate their staff to conduct the work. Based on the number of meeting participants, the Contractor shall provide up to an additional four (4) back-up laptops to prepare for any problems that may arise with peer reviewer laptops. If necessary, the Contractor shall contact any absent participant to check on the status of their arrival (a list of participants will be provided by the WAM for this task). The Contractor shall type the Peer Review Results document for each application that will require; to the extent that the peer reviewers have not typed their individual evaluation forms, the Contractor shall type these as well. The WAM will provide formats to the Contractor for both the individual evaluation and the peer review results forms. The meeting's peer review results documents will be finalized prior to the end of the meeting. At the end of each meeting, the Contractor shall collect and return the discarded hardcopy documentation, all CDs containing copies of the applications and the proposals that were sent to the peer reviewers.
7. For each meeting, the TD will provide information on what form of rating is to be used based on the type of peer review being conducted (i.e., excellent, very good, good, fair and poor, or highly recommend, recommend or not recommend). Each rating is assigned a numeric value. The Contractor shall tabulate each peer reviewer's rating for each application, using an electronic spreadsheet that is provided by the WAM (in advance of the meeting). The Contractor shall use the spreadsheet format to electronically capture, average, and display the numeric results of the peer reviewers' final discussion. At a minimum, the spreadsheet will indicate each peer reviewer's evaluation for each application (as identified by the tracking number assigned by NCER) as well as that applicant's average numeric rating: **Data input must be reviewed for Quality Assurance/Quality Control by someone other than the staff member who entered it, to ensure accuracy.** The Contractor will submit electronically to the WAM within two (2) business days of the completed meeting, an electronic spreadsheet score file. Upon the WAM's approval of the score file, the Contractor within two (2) business days shall provide to the WAM the final electronic score file, and an electronic (via e-mail) PDF "Recommended File" of those Peer Review Results with specified ratings that passed peer review (accessible as individual files). The Contractor shall submit to the WAM within five (5) business days of the completed meeting, two (2) PDF CDs containing **all** Peer Review Results, two sets of Peer Review Results, two (2) PDF CDs containing **all** reviewers' Individual Evaluation documents and one (1) PDF CD containing the "Recommended Files" as noted above.
8. For the SBIR meetings, the Contractor shall submit to the WAM a final score file within three (3) business days of the completed peer review meeting, and an electronic spreadsheet score file. Upon the WAM's approval of the score file, the Contractor within two (2) business days will provide to the WAM the final electronic score file. A total of five (5) days for the submission of this process. The Contractor shall prepare and provide to the WAM within five (5) business days of the completed meeting, an electronic PDF "Recommended File" of the Peer Review Results with specified ratings that passed peer review (accessible as individual files), three (3) CDs containing PDF "Official Peer Review Results" files of **all** the meeting's Peer Review Results (accessible as individual files), four hardcopy sets of **all** Peer Review Results hardcopies, three (3) rewriteable CDs in "Word" software, containing **all** Peer Review Results titled "Debriefing Information" files (the results documents are accessible as individual files) and one (1) CD containing PDF of **all** reviewers' Individual Evaluation documents.
9. For Centers and "Special" peer review meetings specified by the WAM, the Contractor shall prepare and submit for the WAM's approval, the results report for which this report will provide all proceedings of that meeting. The WAM will provide a format for the report to the Contractor.
10. Upon receipt of a written TD from the WAM, the Contractor shall receive by courier two CDs containing the PRIS database. The Contractor shall load and place the PRIS database on a server to verify and validate that the system is functional. The Contractor shall validate that reviewer profiles entered in 2012 exist in the database.

DELIVERABLES AND DELIVERY SCHEDULE

1. Provide a work plan and budget within 15 days after the effective date of the work assignment.
2. The following table captures the delivery schedule for Administrative Support for Peer Review Meetings:

SUBTASK	DUE DATE
1. Contact the WAM to discuss the TD of the specified requirements.	Within 24 hours, (1 day) after receiving the written TD specifications from the WAM.
2. Administrative Support: As indicated within the TD, copy the provided formatted Individual Evaluation Forms and instructions onto provided USB pin drives; create and apply labels onto pin drives; create name tags and table tents for meeting participants.	Within 48 hours (2 days) after receiving the written TD specifications from the WAM.
3 – 8. Administrative Support: As indicated within the TD, provide any needed computer equipment; preparation of Peer Review Results and Individual Evaluations; tabulation of screening-level <u>final scores</u> . In addition, collect and return the discarded hardcopy documentation and return CDs containing copies of the applications/proposals sent to the peer reviewers.	Computer equipment shall be installed on site and as soon as the meeting room is available to the Contractor. Sufficient lead time must be scheduled to allow for set-up, debugging and any replacement to occur prior to the start of the meeting. Based on the type of meeting and upon the approval by the WAM, the <u>final</u> electronic <u>Score file</u> delivered within two (2) to three (3) business days of WAM's approval , electronic <u>Recommended File</u> delivered within two (2) business days of the final approved score file and meeting's CD files and hardcopies delivered within five (5) business days of completion of the meeting . Upon the approval by the WAM the <u>final</u> SBIR electronic files shall be delivered within five (5) business days the Meeting's Results, Debriefing CD files and hardcopies.
9. Reports for Centers and "Special" Peer Review Meetings.	Upon completion of a Center or "Special" peer review meeting, the "Draft" report shall be delivered to the WAM for review within seven (7) business days . Upon the approval of the "Draft" report by the WAM, a final report shall be delivered to the WAM within five (5) business days .
10. Verification and validation of PRIS Database	Within five (5) business days after receipt of written TD, supply the WAM with an e-mail with findings of the testing of the PRIS database.

B. LOGISTICS SUPPORT

[Work not to begin before December 19, 2012]

The purpose of this section of the work assignment is to provide logistical support services, starting on but not before December 19, 2012. The Contractor shall provide logistical support services for peer review meetings for the various response activities of assistance agreement programs.

Upon receipt of a approved TD from the WAM, the Contractor shall provide logistical support services for peer review meetings in relation to NCER's best estimate to details for the year's forthcoming activities/events (See Table 1 above).

The WAM shall provide a written technical direction (TD) about each peer review meeting as soon as that information is determined by NCER.

1. Upon receiving the WAM's written TD for a given peer review meeting, the Contractor shall contact the WAM to discuss and confirm the requirements for that meeting, including (but not limited to) dates, deadlines, schedules, need for sub-meeting rooms, and etc.
2. For each meeting (using the TD provided by the WAM), the Contractor shall locate sleeping accommodations sufficient for the size of the meeting. If a Federal on-site meeting room is available, the Contractor shall provide sleeping accommodations for the number of reviewers for the meeting. *(Please note that it is currently anticipated that those peer review meetings sponsored jointly by the NSF and the EPA will be held in NSF's meeting rooms. At times, it will also be necessary for the contractor to confirm meeting information with a NSF contact).* In the case of a Federal on-site meeting room is unavailable, the Contractor shall reserve both the meeting and administrative support rooms as well as a block of sleeping rooms for the specified duration of the meeting. The Contractor shall provide **four (4)** versions of "Logistical Information Packages" to cover the travels of:

- 1) regular reviewers (non Federal employee);
- 2) regular reviewers that live within a 50 mile radius of the assigned meeting's location,
- 3) Federal employees outside a 50 mile radius of the normal or daily duty station; and
- 4) Federal employees within a 50 mile radius of a normal or daily duty station of the meeting's location.

Each Logistical Information Package will include a cover page that provides the name, dates and times of the meeting, the hotel's name, address, telephone number, the hotel's reservation's deadline date and meeting's contact personnel. Each package will include a Logistical Information Sheet that provides travel information and directions for the reviewer that includes, but is not limited to the name and location of the meeting site, a detailed map of the traveling between the key airports and the meeting site, information if there is a complimentary shuttle service (provided by the hotel) between hotel and airport and surrounding area, and the hotel room reservation's deadline date. **(Room reservations must remain open until five (5) weeks prior to the scheduled meeting date for the reviewer to reserve and guarantee a room in his/her name).** Each package will include a Cost Estimate Sheet that includes the name of the meeting or topic area and details of the allowed expenses and travel costs. The WAM will provide the names of the attendees for each meeting **seven to ten (7 to 10) business days** prior to the reservation deadline date. The Contractor shall email to the WAM, a Room Reservations Status and Actions Taken Report, **three to five (3 to 5) business days** prior to the five (5) weeks reservation's deadline.

C. DELIVERABLES AND DELIVERY SCHEDULE

1. Provide a project plan and budget within 15 days after the effective date of the work assignment.
2. The following table captures the delivery schedule for Logistics Support for Peer Review Panel Meetings:

SUBTASK	DUE DATE
1. Contact the WAM to discuss the TD of the specified requirements.	Two (2) days after receiving the written TD specifications from the WAM.
2. Reserve block of sleeping rooms (the sleeping room block deadline must be five (5) weeks prior to the schedule meeting date; prepare travel Logistical Information Packages for Reviewers (including a copy of map); and prepare a report entitled, "Room Reservations and Status and Actions Taken".	Submit Logistical Information Packages to the WAM within 10 business days from the receipt of the TD. Meetings requiring <u>sleeping</u> rooms only. Logistical Information packages should be submitted to the WAM within five (5) business days . Information may be submitted via E-mail (including maps). Submit a report entitled, "Room Reservation Status and Actions Taken" via E-mail, to the WAM within three to five (3 – 5) business days of reservation deadline.

D. REPORTING REQUIREMENTS

1. The Contractor shall notify the WAM immediately of any problems that may impede the performance of the work under this Work Assignment. **If a delivery schedule on any of the deliverables is delayed, the Contractor shall provide a daily written update to the WAM identifying the problem/issue.**
2. Each month the Contractor shall submit **via email an electronic (via E-mail)** copy of the technical and financial progress report outlining completed work and project changes, and resources consumed. The Contractor shall provide the WAM with a financial report detailing the cost breakdown of resources consumed for **each** meeting: administrative and conference rooms rate (for meetings that are not held in EPA meeting space), staff hours and rates, other direct costs (ODCs), travel costs and all penalties and refunds.
3. Computer files delivered to the WAM on CD must meet government archival standards, except when using a technical direction provided by the WAM, requesting document(s) preparation and delivery on a USB pin drive or other electronic media. The official word processing application for EPA is Microsoft Word.
4. As experience is gained with the administrative and meeting support, the Contractor shall identify and make recommendations about aspects that could be improved. NCER is particularly interested in receiving suggestions about methods to increase electronic transactions and decrease hardcopy transactions.

E. TRAVEL:

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the COR prior to the travel.

F. MANAGEMENT CONTROLS

The Contractor's staff, will be located at the Contractor's off-site location. **The WAM (or alternate) will be the single point of contact with the Contractor's team leader unless prior approval is given by the WAM or Alternate.** All technical directions (as identified above and as required due to unforeseen circumstances or the need for EPA decisions) will be provided in writing within 5 days, copies to the PO and CO. The Contractor's employees shall be identified for all activities that are performed on behalf of the EPA, such as but not limited to telephone calls, E-mails and at the Peer Review Meetings. An EPA employee will be in attendance of each meeting to manage and oversee the actual peer review procedures.

The Contractor personnel shall identify themselves as a contractor at all times during EPA business (telephone calls, e-mails, meetings and etc.). The Contractor personnel shall clearly identify the corporate affiliation of the start of any meeting. While attending EPA-sponsored meetings, conference, symposia, or while on a Government site, the Contractor personnel shall wear a badge which identifies the individual as a contractor employee. Contractor personnel are strictly prohibited from acting as a representative of the Agency at meetings, conferences, symposia and etc.

WORK ASSIGNMENT MANAGER (WAM)

Roxanne Y. McDowell
Peer Review Division (8725PY)
National Center for Environmental Research
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Telephone: (703) 347-8084, Fax: (703) 347-8143
E-mail: mcdowell.roxanne@epa.gov

ALTERNATE WAM

Todd Peterson
Peer Review Division (8725PY)
Telephone: (703) 308-7724, Fax: (703) 347-8143
E-mail: peterston.todd@epa.gov

PHYSICAL ADDRESS OF WAM AND ALTERNATE

One Potomac Yard (South)
2777 Crystal Drive
Arlington, VA 22202